



Required Set Up for Virtual Meetings with Interpretation

UN interpreters always strive to support multilingualism and provide high quality services. However, in a remote setting, they are increasingly exposed to excessive cognitive stress and, as a consequence, possible health hazards.

Good, clear audio quality is the most important element for interpreters to provide their service. The risk of disruptions in interpretation increases as audio quality deteriorates.

The best way to guarantee audio quality is to observe the following requirements:

	<ul style="list-style-type: none"> ▫ Connect from a computer or laptop only. ▫ Avoid using hand-held devices or tablet computers such as smartphones or iPads. ▫ Use Chrome or Firefox (Safari for Macs).
	<ul style="list-style-type: none"> ▫ The internet connection must be strong and stable: min download/upload: 10Mbps. ▫ Connecting the broadcasting device via an Ethernet cable ensures maximum stability. ▫ In the absence of a cabled connection, the Wi-Fi signal must be excellent.
	<ul style="list-style-type: none"> ▫ Please use high quality microphones: <ul style="list-style-type: none"> ◦ lapel microphone; or ◦ unidirectional table microphone; or ◦ wired headset with a built-in microphone. ▫ ⚠ Ensure that the broadcasting platform recognizes the microphone. ▫ Speaking from a quiet environment is of utmost importance. ▫ Avoid sitting in a large empty room to minimize echo.
	<ul style="list-style-type: none"> ◦ Avoid using the computer’s built-in microphone. ◦ Omnidirectional microphones pick up ambient noise and should be avoided. ◦ Avoid smartphone-style earbuds/earphones with in-line microphones and other Bluetooth devices.
	<p>Advance sharing prepared statements with interpreters will minimize the risk of interpretation being suspended should connectivity issues arise.</p> <p>Statements will be treated with the strictest confidentiality and checked against delivery.</p>
	<p>Deliver statements at a moderate pace, no more than 100-120 words per minute.</p>
	<p>Make sure the microphone IS MUTED AT ALL TIMES when not taking the floor.</p> <p>When taking the floor, all other devices and notifications should be muted.</p>

Annex 1. Technical Specifications

Equipment	Technical specifications
<p data-bbox="152 407 558 436">Computer minimum requirements</p> 	<p data-bbox="659 344 1011 373">Memory: 4 GB RAM or higher.</p> <p data-bbox="659 396 979 426">CPU score: 3,500 or higher.</p> <p data-bbox="659 449 1438 510">Operating system: Windows 8 or higher / macOS High Sierra or higher.</p> <p data-bbox="659 571 987 600">How to measure CPU score:</p> <p data-bbox="659 623 1174 653">On Mac: Download instruction PDF for Mac.</p> <p data-bbox="659 676 1284 705">On Windows: Download instruction PDF for Windows</p>
<p data-bbox="201 888 542 917">Recommended microphones</p> 	<p data-bbox="659 758 1011 787">Suggested models (or similar):</p> <p data-bbox="659 810 1308 840">Unidirectional microphone: Blue Yeti or Blue Yeti Nano.</p> <p data-bbox="659 863 1438 924">Lapel microphone : Sennheiser ME 4-N, Cardioid lavalier microphone.</p> <p data-bbox="659 963 797 993">Tech Specs:</p> <p data-bbox="659 1016 1073 1045">Polar Pattern: Cardioid (directional)</p> <p data-bbox="659 1068 1068 1098">Frequency Response: 20Hz - 20kHz</p> <p data-bbox="659 1121 1053 1150">Max SPL: 120dB (THD: 0.5% 1kHz)</p>
<p data-bbox="225 1341 518 1371">Recommended headsets</p> 	<p data-bbox="659 1253 1438 1314">Suggested models (or similar): Sennheiser SC660 USB/ SC260 USB/ SC 70 USB CTRL/ SC 75 CTRL</p> <p data-bbox="659 1346 797 1375">Tech Specs:</p> <p data-bbox="659 1398 1097 1428">Sample Rate: at least 44kHz or above.</p> <p data-bbox="659 1451 1060 1480">Bit Depth: at least 16-bit or above.</p> <p data-bbox="659 1503 1081 1533">Polar Pattern: Cardioid (directional).</p> <p data-bbox="659 1556 1076 1585">Frequency Response: 20Hz - 20kHz.</p> <p data-bbox="659 1608 1062 1638">Max SPL: 120dB (THD: 0.5% 1kHz).</p>